



City Council

Budget Hearing | June 4, 2019

President Felicia A. Moore | Theodis A. Pace, Council Staff Director | Foris Webb, III, Municipal Clerk

City Council

FY20 Proposed Operating Budget:
\$11,443,400

FY20 Strategic Initiatives

- Legislative Management System
- Standard Operating Procedures Manual
- Departmental Legislative Training
- Quarterly Council Staff training (cloud, Microsoft, website, administrative functions, etc)
- Bi-Annual Reports/Updates



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Foris Webb, III, Municipal Clerk | Vanessa Waldon, Deputy Municipal Clerk

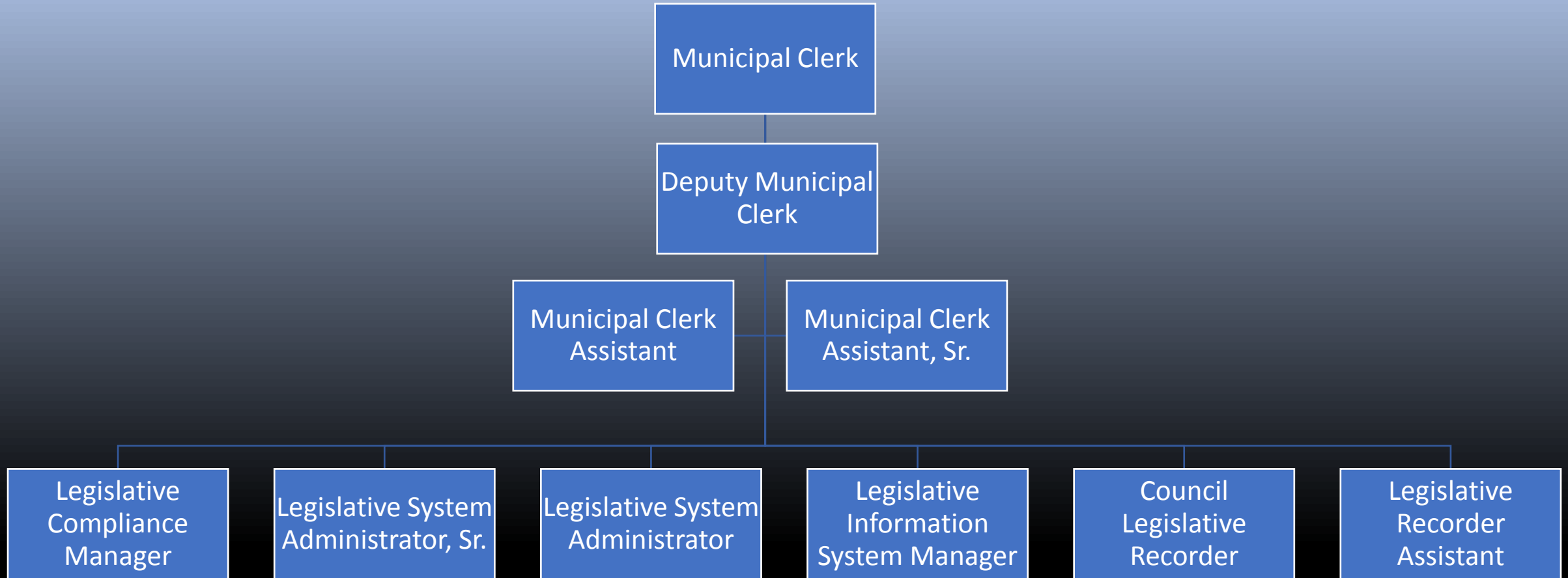
The Office of the Municipal Clerk (OMC) or as it is more commonly referred - “the Clerk’s Office” - is the City of Atlanta’s central repository for information regarding all legislative actions of the governing authority. The Municipal Clerk serves as designated custodian and administrator of the City Council’s legislative actions. As custodian of the City’s legislative record, the Municipal Clerk codifies and maintains the City of Atlanta Charter and Code of Ordinances. The Charter and Code contain all laws of the City of Atlanta. The Municipal Clerk is statutorily the custodian of the Official Seal of the City and attest the Mayor’s signature and affix the seal to City contracts and intergovernmental agreements. Additionally, the Mayor’s Executive and Administrative Orders are recorded in the Clerk’s Office. All City Boards, Commissions, Authorities, (BACE) are maintained by OMC as well.

The Municipal Clerk also serves as the City’s Election Superintendent and administers election related matters such as ballot referendums, candidate qualifying, challenge hearing proceedings and recalls. Atlanta’s certified election results are filed in the Clerk’s Office. The Municipal Clerk serves as compliance officer regarding State Ethics mandated financial and campaign disclosure filings by candidates and elected office holders. Additionally, building permit affidavits are filed in the Clerk’s Office.

The Clerk’s Office routinely researches and responds to request for information from Atlanta citizens, the worldwide public, elected officials, employees of the City of Atlanta as well as requests from other local, state, national and international governments. The common denominator is that each requestor whether in-person, by mail, phone or e-mail is always engaged by a friendly, capable, willing and available OMC staff person who will assist in all research efforts. It is the objective of the Office of Municipal Clerk to serve in a personal welcoming manner reflective of our city and exceed one’s expectation.



Atlanta City Council Office of the Municipal Clerk Organizational Chart



Atlanta City Council
Office of Municipal
Clerk
FY20 Proposed
Operating Budget: \$
1,531,928

		Budget FY18 Adopted	Budget FY19 Adopted	Budget FY20 Working
DeptOrg030401	Account5111001 Salaries, Regular	664,334	738,670	738,670
DeptOrg030401	Account5111003 Comp, Retention Bonus	-	5,000	5,000
DeptOrg030401	Account5112001 Salaries, Extra Help	57,689	57,689	57,689
DeptOrg030401	Account5121001 Gp Life Ins Cont-Emp	457	517	517
DeptOrg030401	Account5121003 Gp Health Ins Cont.-Emp	78,460	78,460	78,460
DeptOrg030401	Account5123001 Medicare Contribution	9,458	10,711	10,711
DeptOrg030401	Account5124101 Pen Cont Gen Emp Pen Fd	166,526	162,695	162,695
DeptOrg030401	Account5124102 Defined Contribution	3,049	4,974	4,974
DeptOrg030401	Account5124401 Deferred Comp 2011	156	171	171
DeptOrg030401	Account5212001 Consulting / Professional Services	185,333	185,333	185,333
DeptOrg030401	Account5213001 Consulting / Professional Services- Technical	255	255	255
DeptOrg030401	Account5222002 Repair & Maintenance-Equipment	1,116	1,116	1,116
DeptOrg030401	Account5223202 Operating Lease/Rental-Equipment	8,295	8,295	3,095
DeptOrg030401	Account5232002 Postage Expense	3,750	3,750	3,750
DeptOrg030401	Account5232003 Wireless Telephone Expense	2,575	2,575	4,775
DeptOrg030401	Account5233001 Advertise	103,000	103,000	103,000
DeptOrg030401	Account5234001 Printing & Binding	3,187	3,187	3,187
DeptOrg030401	Account5235001 Business Travel / Per Diem	694	694	694
DeptOrg030401	Account5235002 Auto Allowance	515	515	515
DeptOrg030401	Account5235003 Training Travel / Per Diem	19,938	19,938	22,938
DeptOrg030401	Account5236001 Memberships	111,240	111,240	114,240
DeptOrg030401	Account5237002 Training / Registration	5,665	5,665	8,665
DeptOrg030401	Account5311001 Supplies, Consumable	13,656	13,656	10,656
DeptOrg030401	Account5311002 Supplies, Non-Consumable	11,763	11,763	8,763
DeptOrg030401	Account5317005 Media, Published/Electronic	1,030	1,030	1,030
DeptOrg030401	Account5790001 Contingency Fd-Unrestricted	1,030	1,030	1,030
DeptOrg030401	5000000 Expenses	1,453,170	1,531,928	1,531,928

Office of the Municipal Clerk FY19 Highlights

Legislation
Processed
2,543

Council and
Committee
Meeting Support
440 Roll Call Votes

ELMS
1,354 Support
Tickets

Advertisements
224 Ads
Legal/Displays

Annexations
8

Open
Meeting/Record
Compliance
1,777

2018 City of Atlanta
Special Municipal
Election

Office of the Municipal Clerk FY19 Highlights

Building Permit
Affidavits
79

Codifications
85

Contracts
802

Certifications
535

Campaign and
Personal Financial
Disclosure
Reporting/State Ethics
Compliance

Boards Authorities
Commissions Etc.
(BACE)
128 active BACE

Oaths
101

Domestic
Partnerships
108

OMC IT Support

Requests for
Information
8,400

Office of the Municipal Clerk FY19 Full Council Meeting Legislative Impact

